



Dryden Flight Research Center  
Edwards, California 93523

DOM  
Revision I

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# Dryden Organizational Manual (DOM)

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Electronically approved by  
Assistant Director for Management Systems

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## 1.0 PURPOSE OF DOCUMENT

The purpose of the Dryden Organization Manual is to provide a view of the roles and responsibilities throughout the Center and provide the names of individuals who have specifically designated roles. In addition, this manual defines the Center's core capabilities and identifies boards, councils, panels, teams, and committees that enhance the DFRC management oversight process. The manual also identifies specific appointments delegated from either NASA itself or other Federal agencies.

## 2.0 SCOPE & APPLICABILITY

This document is applicable to all processes and procedures within the scope of the Dryden Management System, as stated in the Dryden Management System Manual.

## 3.0 CENTER ROLES & CAPABILITIES

Dryden has been given specific roles and responsibilities by the Agency. Core Capabilities define Dryden's unique set of functional services provided to complete its mission. As a NASA Center, Dryden is composed of a full range of capabilities that enable effective and efficient execution of its mission. These capabilities are described in the sub-sections that follow.

### 3.1 Experimental Vehicle Flight Research (EVFR)

Provide the full range of services for the management of the design, development, test and evaluation of experimental vehicles and flight experiments including technology transfer.

EVFR1. Flight Research Engineering – Provide the full range of flight research engineering skills and disciplines to support the conduct and analysis of experimental flight research.

EVFR2. Flight Experiment/Research Vehicle Development and Management – Provide process, methods, and tools to manage the development and operation of experiments and vehicles from concept to conclusion.

EVFR3. Vehicle/Systems Flight Qualifications – Provide processes, analyses, facilities, and tools to qualify flight crucial systems for use in experimental flight vehicles.

EVFR4. Flight Research Operations – Conduct safe and effective operations of experimental flight vehicles to obtain research data.

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EVFR5. Research Vehicle Maintenance and Modification – Modify and maintain unique one of a kind aerospace vehicles to the highest standards to assure vehicle and crew safety.

### **3.2 Airborne Science Missions (ASM)**

Provide the full range of services for safely and effectively implementing airborne science programs.

ASM1. Airborne Science Platform Operations

Conduct safe and efficient platform operations, maintenance, and deployments, integrate experimenter hardware, and generate data for the science community's benefit.

ASM2. Mission Management

Manage missions and deployments throughout their life cycle to assure mission success and flight safety.

ASM3. Platform Introduction

Develop, manage, and implement new and innovative platforms for Suborbital monitoring that enable earth science research.

### **3.3 Remotely Commanded Vehicle Flight Research (RCVFR)**

Provide the full range of support and expertise for the development, implementation and evaluation for remotely commanded vehicle (RCV) systems.

RCVFR1. Remotely Commanded Vehicle Ground Systems

Provide the tools necessary for the development, validation, and evaluation of RCV ground systems.

RCVFR2. Remotely Commanded Vehicle Operations and Management

Provide process, methods, and tools to manage the development and operation of remotely commanded research vehicles.

RCVFR3. Flight Termination Systems

Provide development, validation, and implementation of advanced flight termination systems.

RCVFR4. Autonomous systems development

Provide the engineering skills and disciplines for the development, validation, and evaluation of autonomous guidance and control systems.

### 3.4 Flight Research Systems and Tools (FRST)

Provide the full range of support and engineering skills for the development, safe implementation and evaluation of flight-test techniques, advanced sensors, instrumentation systems, and data analysis methods.

FRST1. Range and Data Systems

Provide a safe and controlled test range with communications, tracking, data, and control.

FRST2. Test and Research Instrumentation

Develop advanced sensors and instrumentation systems for flight research data acquisition.

FRST3. Flight Test Technique Development Engineering

Provide test technique processes, analyses, and tools across the aeronautics disciplines to obtain flight research data.

FRST4. Engineering Simulations

Provide advanced methods, techniques, processes, and simulation systems for piloted and remotely commanded simulations.

FRST5. Space Vehicle Support and Recovery Operations

Provide support for Orbital and Sub-Orbital vehicle recovery and Low Earth Orbit (LEO) communications and tracking.

FRST6. Safety and Risk Management Development and Application

Provide processes and tool development to assure the safe flight of unique aerospace vehicles and analyses and tools to mitigate and minimize the risk of experimental aircraft flight research.

## 4.0 SPECIAL RELATIONSHIPS AND PARTNERSHIPS

### 4.1 DFRC/AFFTC/AFRL Alliance

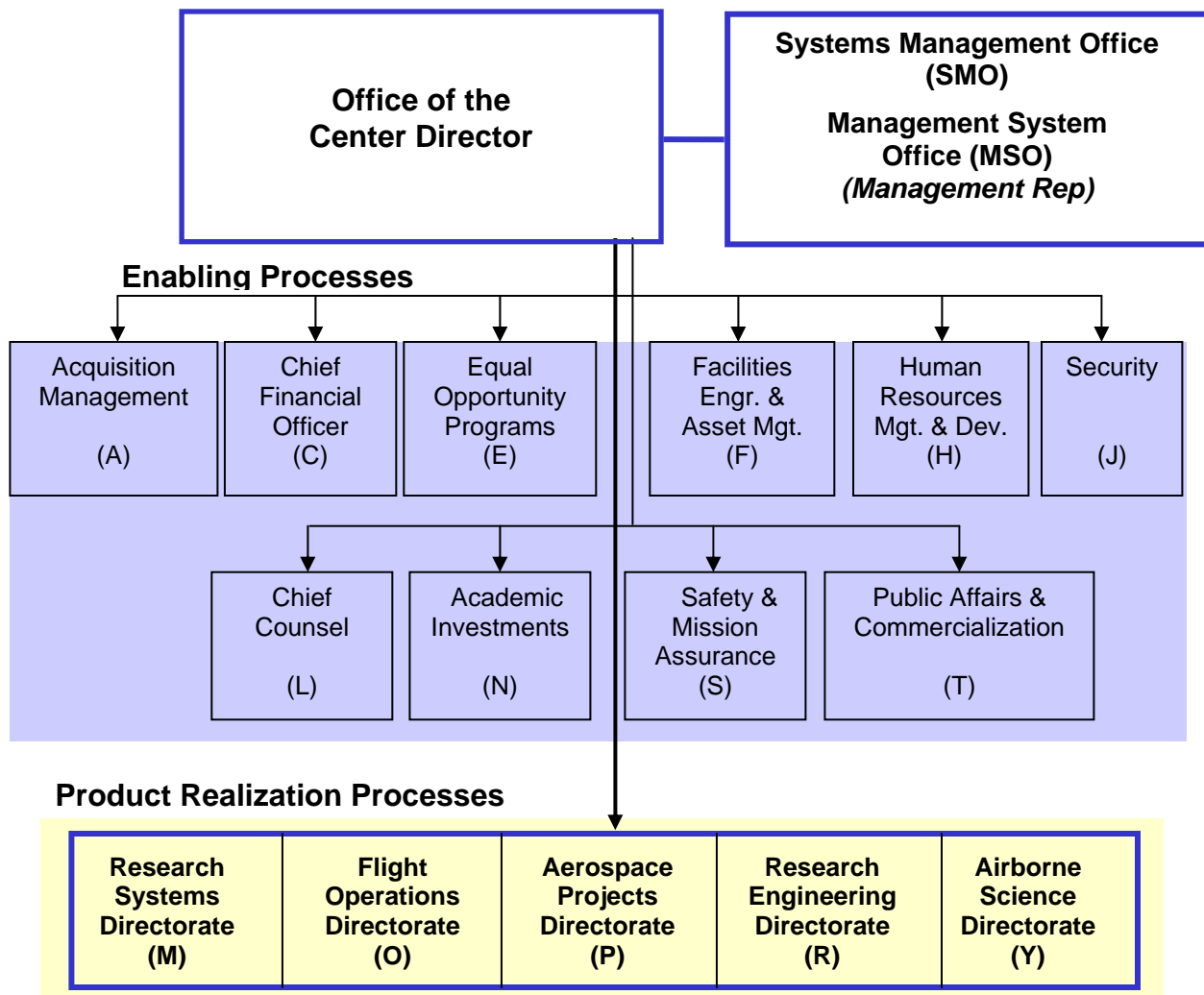
NASA Dryden Flight Research Center and the Air Force Flight Test Center created a new, major alliance in May 1995 to establish a bilateral, cooperative, and beneficial working relationship between the two organizations. In July 1999, the Air Force Research Laboratory (Propulsion Directorate) joined the Alliance. Through Integrated Project Teams the Alliance built a new partnership, worked with a new management model and, reaped several benefits through cost-avoidances, cost savings, and non-quantifiable benefits.

## 5.0 ORGANIZATION

### 5.1 Line of Authority in the Absence of the Director

Deputy Director, Associate Director for Management, Director for Flight Operations.

### 5.2 Center Organization Chart



### 5.3 Organizational Chapters

Each single letter code organization at Dryden maintains a descriptive document that enumerates its mission, objectives, performance indicators, and roles and responsibilities. The various codes and their document numbers are listed below.

DOC-X-001	Office of the Center Director
DOC-A-002	Acquisition Management Office
DOC-C-003	Office of the Chief Financial Officer
DOC-E-004	Equal Opportunity Office
DOC-F-005	Facility Engineering and Asset Management Office
DOC-H-006	Human Resource, Management, and Development Office
DOC-J-007	Security Office
DOC-L-008	Office of the Chief Counsel
DOC-M-015	Research Systems Directorate
DOC-N-016	Academic Investments Office
DOC-O-009	Flight Operations Directorate
DOC-P-010	Aerospace Projects Directorate
DOC-R-011	Research Engineering Directorate
DOC-S-012	Safety and Mission Assurance Office
DOC-T-013	Public Affairs and Commercialization
DOC-Y-014	Airborne Science Directorate

## 6.0 MANAGEMENT SYSTEM OBJECTIVES AND REVIEWS

There are four management system objectives that enable the Dryden Flight Research Center to accomplish its mission and maintain its core capabilities. All four objectives are strategically managed and reviewed by the Executive Council and the Dryden Management System Board. The Center oversees the accomplishment of those objectives through a number of focused Center-level reviews conducted through various boards, panels, teams, and councils. The objectives and the corresponding reviews are depicted in the table.

D R Y D E N  M A N A G E M E N T  S Y S T E M  P O L I C Y	Management System Objective	Board, Panel, Council, or Committee	Governing Document
	Provide flight research products and services which meet or exceed customer requirements	<ul style="list-style-type: none"> <li>• Dryden Program Management Council</li> <li>• Technical Review Board</li> <li>• Project Approval Board</li> <li>• Dryden Research Council</li> </ul>	DCP-X-034  DCP-X-008 DCP-X-036 DOM
	Provide safe and timely flight and mission operations which meet or exceed customer requirements	<ul style="list-style-type: none"> <li>• Airworthiness and Flight Readiness Review Board</li> <li>• Flight Operations Readiness Review Panel</li> <li>• Safety Review Board</li> <li>• Cockpit Safety Review Committee</li> </ul>	DCP-X-009 DHB-X-001 DCP-X-020  DOM DOP-O-007
	Provide modern, state-of-the-art facilities that meet or exceed customer requirements for supporting flight and mission operations	<ul style="list-style-type: none"> <li>• Facility Review Board</li> <li>• Facilities Operational Review Panel</li> </ul>	DOM DOM
	Develop a highly motivated and skilled workforce necessary to satisfy customer requirements	<ul style="list-style-type: none"> <li>• Dryden Executive Council</li> <li>• Center Management Council</li> <li>• Dryden Executive Resource Board</li> <li>• Dryden Employee Development Panel</li> <li>• Alternate Dispute Resolution Team</li> <li>• Dryden Exchange Council</li> <li>• Center Promotion Board</li> <li>• Dryden Equal Opportunity Council</li> </ul>	DOM DCP-X-033 DOM  DOM  DOM  DOM DOM DOM

In addition to formal reviews as listed above, the Center also utilizes informal forums for relaying information in a timely fashion. They include

- Dryden Monday Management Meeting (DM3)  
This forum is held the first day of every workweek to transfer topical information among the Center's senior managers.
- Organization Staff Meetings  
Each organization has the option of conducting meetings among their staff to translate information from DM3 and communicate other timely information.

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- Center Director All Hands Briefings  
Periodically, the Center Director will brief the Center on topics of Agency or Center importance.
- Project Update  
On a weekly basis, Project Managers use this forum to “update” senior management on timely issues.
- Code P Project Reviews  
Every month the Project Managers within Code P review the programmatic status of their projects with Code P and other management.
- Code R Engineering Reviews  
Every month the Chief Engineers within Code R review the technical status of their projects with Code R and other management.
- Code S System Safety Reviews  
Every month, the Chief of Safety and Mission Assurance reviews the status of project system safety issues with Code S staff.

## 7.0 SPECIFIC DELEGATIONS AND APPOINTMENTS

### 7.1 Specific Delegations

A number of responsibilities are delegated from either NASA itself or other Federal agencies to the Center. Those functions and the responsible individuals are listed in the table below.

Authorization	Function	Person Assigned	Org Code
FAR 1.601(a)	Head of Contracting Activity	Russell Davis	A
FAR 1.602-3(b)(3) DPD 5000.1	Ratification Officer	Russell Davis	A
NFSD 18-49.101-70	Termination Officer	Brian Bowman	A
NPD 5000.2, NFS 1819.201(d)	Small Business Specialist	Robert Medina	A
29 CFR 1614.102(b)(3)	Equal Opportunity Officer	Anna Morales	E
NPD 3300.3	Individual with Disabilities and Disabled Veteran Program Coordinator	JoAnn Larson	E
NFSD 18-45.7205	Industrial Property Officer	Jean Manning	F

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<b>Authorization</b>	<b>Function</b>	<b>Person Assigned</b>	<b>Org Code</b>
NPD 1440.6	Records Manager	Jennifer Terrelonge	F
NPD 1490.1	Mail Management Officer	Tracy Edmonson	F
NPR 4300.1	Property Disposal Officer	Jean Manning	F
NPD 4200.1	Supply and Equipment Management Officer	Tracy Edmonson	F
NPD 6000.1	Transportation Officer	Tracy Edmonson	F
NPD 8831.1	Facilities Maintenance Officer	Greg Spencer	F
NPR 8570.1	Energy Management Officer	John Torres	F
NPD 8800.14	Real Property Account Officer	Jennifer Terrelonge	F
NPD 1382.17	Privacy Act Manager	Louise Boyd	H
NPD 1840.1	Compensation Claims Officer	Jill Helke	H
NPD 3000.1	Labor Relations Officer	Louise Boyd (Connie Bosworth alt.)	H
NPD 3410.2	Human Resource and Organizational Development (Training) Officer	James Lucero	H
NPR 4200.1	Property Survey Board Chair	Louise Boyd	H
NPR 1620.1	COMSEC Account Manager	Jack Vechil	J
NPR 1620.1	NATO Control Point Monitor	Jim Mooney	J
NPR 1620.1	Tempest Manager	Vacant	J
NPR 1620.1	Top Secret Control Officer	Jim Mooney	J
NPD 1020.2	Flag Protocol Officer	Darlene Homiak	J
NPD 1371.5	International Visit Coordinator	Darlene Homiak	J
NPD 2810.1	Designated Accrediting Authority (DAA) - IT Security	Frank Chavez (Maria Chacon, Alt.)	J/M
5CFR §6901.102	NASA Deputy Ethics Official	David Samuels	L
NPD 2010.2	NASA Dispute Resolution Specialist (DRS)	Chauncey Williams	L
NPD 2210.1	Software Releasing Authority	Stephanie Allison	M
NPD 2570.5	Radio Frequency Spectrum Manager	Rich Rood (Gary Barr, Alt)	M
NPD 2800.1	Information Technology Representative	Rob Binkley	M

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<b>Authorization</b>	<b>Function</b>	<b>Person Assigned</b>	<b>Org Code</b>
NPR 2810.1	Center Information Technology Security Manager	Larry Johnson	M
NPD 1392.1	External Educational Program Coordinator	Susan Miller	N
NPD 8710.5	Pressure System Manager	Richard Wong	O
FAR 19.201(e)(f)	Small Business Technical Advisor	Ron Young	R
NPD 2820.1	Agency Software Group Representative	Bob Antoniewicz (vacant)	R
NPR 71xx (draft)	System Engineering Working Group Representative	Peggy Chun	R
NPD 8730.1	Metrology & Calibration Working Group Program Manager	Gina Branco	R
NPD 2200.1	Form 1676 Document Availability Authorization (DAA) Representative	Everlyn Cruciani	R
NPR 8735.1	Government-Industry Data Exchange Program (GIDEP) Alert and NASA Advisory Coordinator	Hollis (John) Stipe	S
10 CFR 30.33(a)(3)	Radiation Safety Officer	Bette Davis	S
29 CFR 1910.134(c)	Respirator Program Administrator	Bette Davis	S
NPD 8500.1	Environmental Officer	Dan Mullen	S
NPD 8553.1	Environmental Management System Representative	Dan Mullen	S
NPD 8070.6	NASA Technical Standards Working Group Member	Ray Kacmar	S
NPD 8700.1	Safety and Mission Assurance Functional Manager	Lawrence Davis	S
NPD 8710.2	Safety and Health Officer	Thomas W. Ambrose	S
NPR 8715.3	Laser Safety Officer	Bette Davis	S
NFSD 18-27.375-1	Patent/Intellectual Property/New Technology Report Coordinator	Roberta Ross	T
NPD 1383.1	Public Information Specialist - Audio Visual	Steve Lighthill	T

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Authorization	Function	Person Assigned	Org Code
NPD 1490.1	Printing Management Officer	Steve Lighthill	T
<u>DGP-T-005</u>	Freedom of Information Act Officer	Jenny Baer-Riedhart	T
NPD 2200.1	Scientific and Technical Information Program Manager	John Childress	T
NPD 8800.14	Facilities Utilization Officer	Deputy AA for Mngt	X
NPD 8900.1	Medical Operations Officer	Dr. Gregg Bendrick	X
NPD 9050.6	NASA Exchange Council Chairperson	Carol Reukauf	X
NPD 1200.1	Audit Closure Official	Gwen Young	X
NPD 1200.1	GAO/IG Audit Liaison and Follow-up Representative	Sandra Meske	X
NPD 1200.1	Management Control Representative	Sandra Meske	X
NPR 1400.1	Directives Manager	Sandra Meske	X
NPD 1490.1	Forms Management Officer	Sandra Meske	X
NPD 1830.1	Medical Review Officer - Drug Testing	Dr. Gregg Bendrick	X
NPD 1830.1	EAP Administrator	Kathleen Christian	X
NPR 4301.1	NASA Artifacts Committee (Ad Hoc Member by Invitation)	Cam Martin	X
NPD 7410.3	Acquisition Officer for Commercial Activities	Kevin L. Petersen	X
NPR 2800.1	Installation Reports Control Officer	Vacant	

## 7.2 Special Appointments

The Dryden Center Director has made the following special appointments.

Aviation Safety Officer	Bart Henwood
Center Export Administrator	Gwen Young
Center Export Counsel	David Samuels
Dryden Chief Engineer	Marta Bohn Meyer
Management Representative	Carol Reukauf

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The NASA Engineering and Safety Center (NESC) has made the following special appointments at Dryden.

NESC Chief Engineer

Mike Kehoe

## 8.0 SPECIAL BOARDS, COMMITTEES, PANELS, AND TEAMS

### 8.1 Agency Level

Dryden provides representatives to NASA Headquarters and other Centers for Councils, Boards, and Panels, as required by NPR 1000.3 NASA Organization Manual or other Agency and Federal documentation authorizing an activity. In addition, Dryden may appoint representatives to other ad hoc intra-Agency Councils, Boards, and Panels not listed here on an as needed basis.

#### **Engineering Management Council**

Members:	Principal Management Official Responsible for Engineering	Patrick Stoliker
	Senior Safety and Mission Assurance Official	Lawrence Davis

#### **NASA Environmental Management Board**

Members:	Principal Management Official Responsible for Environmental Management	Dan Mullen
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#### **NASA Inter-Center Aircraft Operations Panel**

Members:	Director, Flight Operations Directorate	Gary Krier
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#### **NASA Equal Opportunity Board**

Members:	Deputy Director Equal Opportunity Officer	Bob Meyer Anna Morales
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## 8.2 Center Level

Dryden has established various boards, panels, committees, and teams to enable effective management oversight. They are listed alphabetically below with their authorization, abridged charter, and membership.

### **DCP-X-009     Airworthiness and Flight Safety Review Board**

Charter: Review flight activities and facility tests to ensure a strong and viable flight safety program at DFRC. Ensure formulation and implementation of Center policy is consistent for all flight activities.

Membership:

- Dryden Chief Engineer (Chair)
- Deputy Director (alternate Chair)
- Directors and Deputies for Codes M, O, P, R, Y  
(It is the responsibility of each Directorate to name suitable alternates in cases where the principal members are unable to attend.)
- Chief of Safety and Mission Assurance
- Chief Pilot
- Aviation Safety Officer
- NESC Chief Engineer (non-voting)

Secretary: Staff

A quorum must include

- The Chairman or alternate
- A representative from Codes O, P, and R

Records: Prepared and kept by the Chair

Reviews: Called by the Chair as required

### **NPD 2010.2**

#### **29 CFR,     Alternative Dispute Resolution Team Part 1614**

Charter: Responsible to seek resolution to complaints of discrimination at the lowest possible level with a judgment of whether discrimination did or did not occur.

Membership: A team consists of a Representative of Management (Associate Director for Management) and a Mediator who is specially trained in mediation and the requirements of 29 Code of Federal Regulations, Part 1614. The Chief, Equal Opportunity Programs Office, appoints and maintains a listing of trained mediators.

Records: Prepared and kept by the Chief, Equal Opportunity Programs Office

Reviews: Called by the Chair as required.

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**(None) Business Solutions Steering Committee**

Charter: The Committee is established to support the DFRC implementation of business solutions by serving as a decision-making body. It provides advice, counsel, guidance, and recommendations to the Center Director, as needed, to support the implementation teams, including the IFMP Dryden Implementation Support Team (DIST) and other business solutions in alignment with the President's Management Agenda, such as full cost.

Membership:

- Associate Director for Management
- Associate Director for Planning
- Associate Director for Business Management/Code M (Chair)
- Directorate and Office Chiefs  
(It is the responsibility of each Directorate to name suitable alternates in cases where the principal members are unable to attend.)
- Chief Information Officer
- Dryden Implementation Support Team (DIST) Project Manager (Executive Secretary)

Records: Prepared and kept by the Executive Secretary

Reviews: The Committee will convene as often as necessary, but no less frequently than quarterly. Additional meetings will be scheduled at the discretion of the Chair.

**(None) Center Promotion Board**

Charter: Evaluate candidates for promotion to GS-14 or -15. Discuss any relevant personnel and/or resource issues. Develop recommendations for approval by the Center Director.

Membership:

- Director (Chair)
- Deputy Director
- Associate Director for Management
- Directors for Codes: M, O, P, R, Y
- Office Chiefs for Codes: A, C, E, F, H, J, L, N, S, T
- Human Resources Officer
- Equal Opportunity Programs Officer

Records: The Center Director will send a list of approved candidates to the Chief, Human Resources, Management and Development Office. In addition, Code H also keeps a record of the individuals who were considered at the Board. This record is maintained in accordance with Agency policy for such records.

Reviews: Called by the Center Director as required

**DCP-O-007 Cockpit Safety Review Committee**

Charter: Ensure the integrity of Egress and Life support Systems for Dryden Aircraft Flight Crew Personnel and of all modifications to crew stations that have potential impact on such systems.

Membership:

- Aviation Safety Officer (Chair)
- Chief, Operations Engineering Branch
- Chief, Life Support Section

Records: Prepared and kept by the Chair

Reviews: Called by Chair as required

**NPD 9050.6 Dryden Exchange Council**

Charter: Direct and oversee operations of the DFRC Employee Recreation Association

Membership:

- Chair
- Vice Chair
- Treasurer
- Exchange Operations Manager
- (2) Members
- Secretary

Records: Prepared and kept by the Chair

Reviews: Called by Chair as required

**(None) Dryden Equal Opportunity Council**

Charter: The Dryden Equal Opportunity Council is chartered to focus attention on issues of concern within the Equal Opportunity function. Issues that might be discussed are under-representation of minorities in the workforce and proposed supervisor training. The Board meets on a quarterly basis.

Membership:

- Deputy Director (Chair)
- Associate Director for Management
- Deputy Directors M, O, P, R, Y
- Office Chiefs or Deputies
- Chief, Equal Opportunity Programs Office (Secretary)
- Representative of the Human Resources Management and Development Office (ad hoc)
- Representative of the Office of the Chief Counsel
- EEO Counselors
- Chairs of the various special emphasis advisory groups
- Coordinator for the Individuals with Disabilities Program

Records: Prepared and kept by the Equal Opportunity Programs Office

Reviews: Quarterly

**(None) Dryden Fine Arts Committee**

Charter: The Dryden Fine Arts Committee is chartered to focus attention on the results of our work through support of the NASA Art Program. The committee will provide input on a range of things, such as new artwork that could be created, ideas for displaying the Center's art to its best advantage, and new opportunities to leverage our artwork.

Membership: Volunteers from various organizations dedicated to preserving the history of Dryden through art.

Records: None

Reviews: None



**DMSM  
DCP-X-015      Dryden Management System Board (DMSB)**

Charter: Responsible for assessing the continuing suitability and effectiveness of the Dryden Management System (DMS) in satisfying the Center's management system policy and objectives. The board renders decisions, assigns actions, and tracks those actions to closure.

Membership: 

- Director, Chair
- Deputy Director
- Associate Director for Management
- Associate Director for Planning
- Dryden Chief Engineer
- Directors/ Chiefs of all single letter codes
- Assistant Director for Management Systems, Management Representative

Records: Prepared and kept by the ADMS

Reviews: As outlined in DCP-X-015

**(None)      Executive Council (EC)**

Charter: Discuss Center sensitive issues. Chaired by the Director or Acting Director.

Membership: 

- Director
- Deputy Director
- Associate Director for Management
- Associate Director for Planning
- Dryden Chief Engineer
- Chief Financial Officer
- Chief of Safety and Mission Assurance
- Directors for M, O, P, R, Y
- Deputies in absence of Directors or Chiefs

Records: None required

Reviews: Meetings are normally convened weekly as deemed necessary by the Chair.

**(None) Dryden Employee Development Panel (DEDP)**

- Charter: Reviews applications for Center training opportunities (Graduate Study, CEP, MEP/MIP, etc.). Provides rankings and recommends candidates to the Chief of Human Resources. Monitors supervisory training efforts (initial and ongoing). Monitors new employee orientation and training progress (for the first two years of employment). Defines and fosters employee mentoring strategies. Identifies employees for key awards and recognition (Agency awards and medals, national awards, professional society awards, etc.), forwards recommendations to DERB, ensures top-quality application packages are prepared for selectees.
- Membership: Directorate Deputies and Office Chiefs. Chair rotates.
- Records: Prepared and kept by the Chief of Human Resources
- Reviews: Convenes quarterly and as required by event deadlines (to be coordinated by Code H.)

**(None) Dryden Executive Resources Board (DERB)**

- Charter: Foster leadership development opportunities for high potential employees through active encouragement and succession planning. Review applications for Agency Leadership Development Programs (Fellowships, Advanced Leadership Option (ALO), NEPP, SES Candidate Development Program (SESCDP), etc.). Provides ranking and recommends candidates to the Center Director. Identify key development assignments for high potential employees, for positions that are both internal and external to Dryden, NASA, or other Federal organizations. Track Center progress against its Strategic Management of Human Capital goals
- Membership:
- Center Director (Chair)
  - Deputy Director
  - Associate Director for Management
  - Associate Director for Planning
  - Chief of Human Resources
- Records: Prepared and kept by the Chief of Human Resources Management and Development Office.
- Reviews: Convenes quarterly. Agenda determined by the Chief of Code H.

**NPD 7330.1 Facility Review Board (FRB)**

Charter: Responsible for review and approval of long range facilities and equipment planning, as well as, assuring that ongoing institutional facilities are consistent with Dryden needs.

Membership:

- Chief, Facilities Engineering and Asset Management Office (Chair)
- Chief Financial Officer
- Directors for M, O, P, R, Y
- Chief, Safety and Mission Assurance Office
- Deputy Chief of Safety, Health, and Environmental Office
- Chief, Facilities Design and Construction Branch
- Chief Human Resources Management and Development Office
- Dryden Chief Counsel
- Chief, Security Office
- Space Utilization Committee Members
- Staff (Recording Secretary)

Records: Prepared and kept by the Chair

Reviews: Called by the Chair as required

**NPD 7330.1 Facilities Operational Readiness Review (ORR) Panel**

Charter: Responsible to review and inspect new facilities for safe occupancy and operation, and recommend approval of operational readiness.

Membership: Panel Chair and members appointed by the Associate Director for Management on an as required basis. Members to typically consist of representatives of the occupying organization, facility construction, facility maintenance, and an ex-officio representative from institutional safety.

Records: Prepared and kept by the Chair

Reviews: Called by the Chair as required

**DCP-X-020    Flight Operational Readiness Review (ORR) Panel**

Charter: Responsible to review and inspect new aircraft configurations for safety of operation, and recommend approval of flight readiness.

Membership: Panel Chair appointed by the Director of Flight Operations. Optional members from any other source as requested by the Director of Flight Operations.

Records: Prepared by ORR Panel and kept by Dryden Chief Engineer

Reviews: Called by Dryden Chief Engineer as required

**DCP-F-010    Information Technology Systems Integration Board (ITSIB)**

Charter: To develop a complete integrated center plan to help focus center facility Information Technology development efforts needed to maintain Dryden as a National asset in the area of Aeronautics and Space Transportation. The ITSIB shall act as an independent check and balance on individual Information Technology (IT) center development issues and help provide a “grass roots” approach to efficiently using limited Aeronautics and Space Transportation resources.

Membership:

- Chief Information Officer (CIO)
- Deputy CIO (Chair)
- IT Security Manager
- Dryden Chief Engineer
- Business Systems Representative (appointed by Chief of Financial Management Office)
- Acquisition Management (A) Representative
- Research Systems (ME) Representative
- Information Systems (MI) Representative
- Flight Operations (O) Representative
- Research Engineering (R) Representative
- Airborne Sciences (Y) Representative

Records: Kept by the ITSIB Chair

Reviews: Called by the Chair as required

**DCP-X-035 Inter-Organization Process Panel (IPP)**

Charter: This panel is created to support the implementation, communication, execution, and continual improvement of the Dryden Management System (DMS). Secondary objectives are to: 1) ensure alignment with Agency policy and guidance, 2) ensure that Agency initiatives and special focus activities are implemented in a well-integrated manner, 3) review and assess organization changes and transition plans to enhance likelihood of success, and 4) ensure that Center policies and processes enhance the efficiency and effectiveness of Dryden's business and mission operations.

Membership: Each single letter code provides at least one permanent representative, referred to as Organization Management Representatives, to be appointed by the manager of that organization. The Assistant Director for Management Systems (ADMS) is also authorized to appoint members, as needed for purposes of augmenting expertise of the group. The chairs or leads of Agency initiative implementation groups, Agency working group members, and chairs or leads of Naturally Occurring Groups (NOG) are also members for the tenure of the group, by virtue of their assigned task. The ADMS is the chair of the Panel.

Records: Prepared and kept by the Chair

Reviews: The IPP meets regularly on a scheduled determined by the Chair.

**DCP-P-020 Project Approval Board**

Charter: Approve advocacies for new project activities and approve new projects

Membership:

- Director (Chair)
- Deputy Director (Alternate Chair)
- Associate Director for Management
- Associate Director for Planning
- Dryden Chief Engineer
- Directors for M, O, P, R, Y
- Chief of Safety and Mission Assurance
- Chief Financial Officer
- Assistant Director for Management Systems (non-voting)
- NESC Chief Engineer (non-voting)

Records: Prepared and kept by Code P, Business Office

Reviews: Called by the Code P Director as required

**NHB 4200.1 Property Survey Board**

Charter: Investigate and make recommendations concerning the loss, damage, or destruction of property exceeding \$1000 in acquisition value.

Membership: Chair and members appointed by the Center Director. Minimum membership is two members plus Chair. Other ad-hoc members appointed by the Chair as required.

Records: Prepared and kept by the Chair

Reviews: Called by the Chair as required

**(None) Research Council**

Charter: Assists in managing all of the Center's internal research programs. Such programs include the Flight Test Techniques and Disciplinary Flight Research (FTT/DFR) Competition, Directors Discretionary Fund (DDF), the SBIR/STTR program, and the UCLA Cooperative Agreement. The Council's primary goal is to help the Center in aligning these programs with the Agency, Center, and Directorate Strategic Plans.

Membership: Membership is comprised of a senior delegate from each Code R branch that is responsible for conducting research at Dryden. Each respective Branch Chief will appoint a member to the Council to represent his or her Branch. As a general guide, a member of the Research Council should be a senior research engineer (GS-13, or above), having an established history of conducting quality research, with considerable exposure to the internal processes/programs at the Center (i.e. FTT/DFR, DDF, SBIR, etc). The Council members also should be actively conducting research, and be given at least 0.3 FTE available for research and council activities. The Chief Technologist serves as the council chair. The Research Council will also invite others to participate in the council meetings, depending on the particular program being reviewed.

Records: Prepared and kept by the Chair

Reviews: Called by the Chair as required

**(None) Special Emphasis Advisory Groups**

Charter: Dryden has Special Emphasis Programs, which have Advisory Groups to assist management in implementing Dryden's Affirmative Employment Plan (AEP). Advisory Groups are comprised of certain ethnic groups, women, and disabled employees who have special needs and considerations that are specifically addressed in the AEP. The groups are chartered through the Equal Opportunity Programs Office who utilizes these groups in recruitment, mentoring, community outreach, and special awareness programs throughout the year. Currently Dryden has five Advisory Groups:

- Hispanic Heritage Advisory Group
- African American Advisory Group
- Asian American/Pacific Islander Advisory Group
- Native American Advisory Group
- Individuals with Disabilities Group

The Dryden Equal Opportunity Council is also chartered to work with all the chairs of Advisory Groups, as well as the Deputy Directors of each Directorate, to focus attention on issues of concern within the Special Emphasis Programs

Membership: Membership in the employee advisory groups is on a volunteer basis. Any civil service or contractor employee at Dryden may be a member of a group. An employee does not have to be a member of the special emphasis group to be a member of the advisory group, (i.e., a male could be a member of the women's group). The members of the group elect the officers of the group. Only a civil service employee may chair a group.

Records: Prepared and kept by the Chair of the respective group.

Reviews: None required

**DCP-X-008      Technical Review Board (Tech Briefs and Mini-Tech Briefs)**

Charter: Conduct a review of the safety and technical preparedness of flight projects entering into the flight phase of a project. Ensure safe and sound engineering principles are used in the conduct of experimental flight research.

Membership:

- Dryden Chief Engineer
- Project Manager (Chair)
- Project Pilot
- Director for M, O, R (or representative)
- Director for P or Y, as appropriate (or representative)
- Chief of Safety and Mission Assurance (or representative)
- NESC Chief Engineer (non-voting)

Records: Flight Request form prepared and kept by Project Manager

Reviews: Called by the project as required prior to flight

**(None)      Traffic Committee**

Charter: Analyze vehicular and pedestrian traffic issues at DFRC and make recommendations to the Facility Review Board for improvements.

Membership:

- Representative of the Facility Development Branch (Chair)
- Representative of Safety, Health, and Environmental Office (SH)
- Representative of Flight Assurance Office (SF)
- Representative of the Flight Operations Directorate
- Representative of the Security Office

Representatives are appointed by the manager of the respective organization.

Records: Minutes of meetings are prepared and maintained by the Chair

Reviews: Called by the Chair or members as required



**DOCUMENT HISTORY PAGE**

This page is for informational purposes and does not have to be retained with the document.

<b>DATE APPROVED</b>	<b>ISSUE</b>	<b>PAGE</b>	<b>AMENDMENT DETAILS</b>
2/04/99	Baseline		
2/5/99	Revision A	8	In section III A, special relationships, the text changed, and charts were added.
4/16/99	Revision B	2, 8, 16	In section VI format of boards and committees refined, new committees added. Eliminated Glossary from TOC. Added org chart. Modified this Document History Page
10/29/99	Revision C	4, 5, 6, 7, 9, 14, 17, 21	Expanded Center Roles, rescripted Core Capabilities, expanded special relationships, added management philosophy, further defined AFSRB chair, added Fine Arts Committee, added Installation Chief of Security, changed Patent/Intellectual Property New Technology Report Coordinator to Yvonne Kellogg.
5/10/00	Revision D	7, 8, 9, 12, 13, 15, 18, 19, 20, 21, 22, 23, 24, 25	Line of Succession, Revised section IV chart, changed FOIA rep, added Property Survey Board Chair, changed Grants Officer rep, added Pressure system manager, added GIDEP coordinator, added Education Director and R&T Program Manager, changed membership of AFSRB, changed membership of DMS Board, corrected title in EB, added Chief HR to EPRP. Added reference to FRB and changed membership, added reference to FORR Panel, changed "records" and "reviews" in ORR panel, added ITSIB, changed Integrated Dryden Review to Review and Control Board as well as updated membership, records, and reviews. Changed membership in Safety Review Board, added 'or representative to Technical Review Board.
6/11/01	Revision E	3, 4, 7, 8, 9-13, 14, 22	Corrected Table of Contents; Reworded Mission Element bullet one; Removed "Line of Succession" replaced it with "Line of Authority in the Absence of the Director"; Removed reference to RCB in section IV chart; section V. Updated names for Delegations and Appointments; Section VI Updated membership for Engineering Management Council; Removed Review and Control Board and Safety Review Board.
6/7/02	Revision F	All	Moved management philosophy to section 3.0, added Reviews to the Management System Objectives picture, made other minor changes as needed.
	Revision G	All	<ul style="list-style-type: none"> <li>Deleted sections: Overview, Mission, Management Philosophy</li> <li>Added sections: Purpose of Document, Scope and Applicability</li> <li>Section 3.2: <ul style="list-style-type: none"> <li>Revised ASM2 Mission Management</li> <li>Added ASM3 Platform Introduction</li> </ul> </li> <li>Section 4.1: <ul style="list-style-type: none"> <li>Added AFRL to Alliance</li> </ul> </li> <li>Section 5.1: <ul style="list-style-type: none"> <li>Revised organization chart</li> <li>Added Codes M &amp; N</li> </ul> </li> <li>Section 6.0: <ul style="list-style-type: none"> <li>Revised DMS Objectives and Reviews table to include their governing documents</li> </ul> </li> <li>Section 6.0: <ul style="list-style-type: none"> <li>Added the list of informal meetings</li> </ul> </li> <li>Section 7.1: <ul style="list-style-type: none"> <li>Updated the list of Special Delegations, alphabetized by code</li> </ul> </li> <li>Section 7.2: <ul style="list-style-type: none"> <li>Updated the list of Special Appointments</li> </ul> </li> <li>Section 8.0: <ul style="list-style-type: none"> <li>Aligned Center boards and councils with the hierarchy</li> </ul> </li> </ul>

Before use, check the NASA PBMA web site  
at <http://pbma.nasa.gov> for the current revision.

			<ul style="list-style-type: none"> <li>definition used by agency</li> <li>Added Codes M and N where appropriate</li> <li><b>Changed all references from Associate Director to Associate Director for Management</b></li> <li>Section 8.0: <ul style="list-style-type: none"> <li>Deleted Executive Personnel Review Panel</li> <li>Added Business Solutions Steering Committee, Dryden Employee Review Panel, Dryden Executive Review Panel, Inter-Organization Process Panel, Research Council, and Traffic Committee</li> </ul> </li> </ul>
7-29-03	Admin. Change	17	<ul style="list-style-type: none"> <li>Corrected acronym of Dryden Employee Develop Panel (DERP) to read (DEDP).</li> <li>Corrected title of Dryden Executive Development Board (DERB) to Dryden Executive Resources Board.</li> </ul>
3-1-04	Revision H	Sections as listed	<ul style="list-style-type: none"> <li>Section 5.1, updated to delete Associate Director for Planning</li> <li>Section 5.2 Organization Chart, corrected MSO</li> <li>Section 6.0, corrected several entries in the table</li> <li>Section 7.0, updated both tables</li> <li>Section 8.0, updated for staffing changes and deleted NPD and NPR revision numbers</li> <li>Changes to incorporate NASA Engineering &amp; Safety Center (NESC) participation at Dryden, including non-voting membership in the AFSRB, PAB, and Technical Review Boards</li> </ul>
7-21-04	Revision I	20	Traceability Change: Change references to Codes FE and FI to ME and MI in ITSIB membership list.